

Guide for Authors

1. Aims and Scope

The aim of the Journal of Otolology is to provide a forum for papers concerned with clinical and basic science issues regarding the auditory and vestibular systems. The journal welcomes reports on clinical studies, case studies, experimental studies, as well as theoretical papers. The journal is willing to accept original papers in the form of full-length papers, short communications, letters to the editor, and reviews.

Papers submitted should deal with clinical conditions affecting hearing and/or balance, auditory neurophysiology, ultrastructure, psychoacoustics and behavioral studies of hearing and balance in animals, and models of auditory/vestibular functions. Papers on comparative aspects of hearing/balance in animals and man, and on effects of drugs and environmental factors on auditory and vestibular functions will also be considered.

2. Types of Papers

Original Papers should deal with clinical and basic research studies not previously published or being considered for publication elsewhere. These papers should provide a survey, evaluation and critical interpretation of recent study results and concepts in the fields covered by Journal of Otolology.

Short Communications should be brief reports of clinical and basic research findings that are less extensive than that published in full-length papers.

Letters to the Editor should be comments on or clarifications of articles published in the Journal. Announcements that the editor considers to be of interest of readers of the Journal will also be considered for publication.

3. Language Editing

Authors who are not native English speakers are encouraged to have their manuscripts proof-read by individuals or agencies capable of providing English language editing services before submission. The journal reserves the right for English language editing as it sees appropriate.

International Science Editing and Asia Science Editing are commercial English language editing agencies that provide services to non-English speaking authors who want to publish in scientific, technical and medical journals and need assistance. Authors may contact these services directly: International Science Editing: <http://www.internationalscienceediting.com/>; Asia Science Editing: <http://www.asiascienceediting.com/>.

4. Submission Procedure

Authors are strongly urged to submit their manuscripts to Journal of Otolology electronically by emailing to zhhek301@sina.com and/or zhhek301@301hospital.com.cn.

All correspondence, including notification of the Editor's decision and requests for revision, takes place in the form of e-mail. It is therefore extremely important for authors to submit a valid email address that can be used to maintain uninterrupted communication between the journal and the author.

Manuscripts are subject to peer review and revision, which are required as a condition of acceptance. Should you have any questions, please contact the Editorial Office at zhhek301@sina.com and/or zhhek301@301hospital.com.cn for advices.

Authors should disclose any financial relationship with any entity or product described in the manuscript (including grant support, employment, honoraria, gifts, fees, etc.).

Authors will be informed of reviewers' comments and publication decisions via E-mails to the corresponding author. Authors will have an opportunity to respond to reviewers' comments and revise their manuscripts if considered potentially publishable. Final decisions will be made following receiving authors' responses and reviewers' subsequent opinions and comments. Authors will be notified of the final decision within one week once the decision has been made.

5. Preparation of Manuscripts

Formats. Authors should submit their manuscripts electronically as Microsoft Word files. The text should be in single-column format. Keep the layout as simple as possible. Do not embed graphically designed equations or tables. Put them on a separate page, and note in the manuscript where the equations should appear. Submit graphs or other non-text contents in PDF format files.

General. Please write your text in good English. Use double spacing and 1 inch (2.5 cm) margins. Check spelling carefully.

The elements of a full-length article should be in the following sequence: Title Page, structured Abstract and Key Words, Text(Introduction, Materials and Methods, Results, Discussion, Conclusion), Acknowledgment, References, Tables, and Figure Legends. Each of these elements should begin on a new page.

Define abbreviations at the first mention in text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country).

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Title page. The title should be concise and informative. Titles are often used in information-retrieval systems. The author's affiliation address (where the actual work was done) should be listed below the authors' names. Indicate all affiliations with a lower-case superscript letter immediately after each author's name. Provide the full postal address of each affiliation, including the country name and the e-mail address of each author.

Clearly indicate who is willing to handle correspondence as the corresponding author at all stages of refereeing and publication and post-publication. Provide telephone and fax numbers (with country and area code), e-mail address and complete postal address.

Abstract. For full-length Research and Review Papers, a concise and factual abstract is required, not exceeding 200 words (on page 2 of the manuscript). Avoid references in the abstract.

Keywords. The abstract should be followed by 3 to 6 keywords which will be used for indexing purposes. Keywords can be included on the same page with abstract.

Text. Research Paper text should be divided into these sections: Introduction, Materials and Methods, Results, Discussion, References.

Introduction should include a brief review of the background leading to the reported study and state the questions the study intends to answer when appropriate. Avoid including methods or results content in this section.

Materials and Methods should provide detailed technical information of the study, including subjects studied, important equipment/devices used and key techniques implemented. If the work involves experimentation on animals or humans, a statement must be included in the manuscript at the end of the 'Materials and methods' section stating that the experimentation on animals has been approved by a specific university's Animal Care and Use Committee, and/or that studies involving humans have been approved by the Institutional Review Board of the university where the study is performed. If these options do not apply, please contact the editor. If drugs or other substances that are not commercially available are used in the studies that are reported, information on how to obtain these substances must be included so that other researchers can replicate the studies.

Results should include all positive and significant negative outcomes/observations of the study. Be concise and accurate. Avoid redundant method descriptions. Also avoid discussion of or comments on results in this section. They should be included in discussion section.

Discussion is where authors clarify or justify the design and execution of the study (if needed), comment on study results, deliberate on the meaning and/or significance of the findings, compare results with other reports, make recommendations regarding particular issues and state possible future study directions. Do not include redundant method or results contents in discussion.

Tables. Tables should have a descriptive heading (legend) above the table. Footnotes and explanations if applicable should be placed underneath each table.

Figures. Submitting your artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail. Number the illustrations according to their sequence in the text. Use a logical naming convention for your artwork files, and supply a separate list of the files and the software used if non-conventional programs have been used to generate the figure.

The following fonts are recommended in your illustrations: Arial, Courier, Helvetica, Times and Symbol. Make sure you use uniform lettering and sizing of your original artwork. Save text in illustrations as graphics, or enclose the font. Please do not embed graphics in your word processing file. Regardless of the application used, when your electronic artwork is finalized, please save as or convert the images to one of the following formats: eps; tiff; jpg.

For Journal of Otology, the figures should be prepared for either single (84mm) or double column (178mm) width. Ensure that the resolution of the figures at their correct size in the journal will be at least 1000 dpi for line drawings and 500 dpi for half-tone and color illustrations.

Authors are encouraged to submit interesting figures for possible publication on the front cover of an issue of this journal. The figure should be part of or related to the Author's article.

Figure legends are required for each illustration. Legends should comprise a brief title and a description. Keep text in figures themselves to a minimum. Explain all symbols and abbreviations used in legends. Supply all legends on a separate page.

Aknowledgements. Place acknowledgements, including information on grants received in a separate section before the reference list.

References. The authors are responsible for the accuracy of the references. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). References should be listed in alphabetical order on a separate sheet and appear in the text according to the Harvard system. More than one paper by the same author in the same year must be identified by the letters a,b,c, etc., placed after the year of publication. In the text, when referring to a work by three or more authors, the name of the first author should be given followed by 'et al.'. Literature References must consist of names and initials of all authors, year, title of paper referred to, volume number and first and last pages of the paper. For books, the publisher and place of publication are also needed. Periodicals (i), books (ii) and edited volumes (iii) should appear in the reference list as follows:

(i) Zhong SX, Liu ZH. Immuno-histochemical localization of the epithelial sodium channel in the rat inner ear. *Hear Res*, 2004,193 (1-2): 1-8.

(ii) Moller AR. *Hearing: Its Physiology and Pathophysiology*, Academic Press, San Diego, CA, 2000.

(iii) Mills JH, Boettcher FA, Dubno JR, Schmiedt RA. Psychophysical and evoked response studies of aged subjects: Masking by low noise. In: Axelsson A, Borchgrevink H, Hamernik R, Hellstrom et al. (Eds), *Scientific Basis of Noise-Induced Hearing Loss*. Thieme Medical Press, New York, 1996, 181-192.

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